

NOTICE

There is a job vacancy in the **BAY COUNTY INFORMATION SYSTEMS DIVISION..**

JOB TITLE: Senior Technical Services Coordinator

RATE OF PAY: \$43,347.20 entry level, progressing to
\$50,336.00 after three years (PB07)

In accordance with the Agreement between the County and the Bay County Association of Managers, Professionals and Supervisors, qualified county employee applicants may first be considered.

GENERAL SUMMARY: Responsible for operation, maintenance and coordination of central dispatch/public safety's personal computers, networks, software and related equipment. Handles routine administrative functions including equipment purchases (PC and LAN systems) in conjunction with ISD. Performs systems analysis with user departments as applicable to PC and LAN systems. Occasionally is responsible for the Technical Coordinator and coop student in ISD as their activities apply to computer systems and equipment. May assist with budget preparation. Supervision is general and is received from the information systems manager.

TYPICAL DUTIES:

1. Primarily responsible for the Help Desk and customer service initiatives.
2. Responsible for the operation and maintenance of public safety LANs. Makes recommendations for new network applications.
3. Will develop and write specifications for purchase of PCs, LANs, PC software and peripheral devices and equipment.
4. Responsible for trouble-shooting and repair of PCs and LAN systems and related equipment. Will work with Buildings & Grounds division on cable installation and testing.
5. Will develop training plans and user manuals for PCs, LANs, software and related equipment.
6. Will be actively involved in the County's automation strategic planning process.
7. Will perform the duties of systems analyst, conferring with user departments, analyzing current practice, detailing current methods and arranging least disruptive methods in converting to computer processing, and develops recommendations for hardware and software to meet user department needs as they relate to PCs and LAN systems.
8. Supervises installation of new equipment.
9. Regularly uses Central Processing Units, workstations, and printers, CD-ROM drive, tape drive, calculator, burster and deleaver.
10. Maintains an inventory of computer equipment.
11. Assists in management of county website.
12. Assists manager with purchasing, budget development and division payables.
13. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS: Bachelor of Science Degree with a major in computer science, data processing or related field is required. Substantial related work experience and substantial progress towards a certificate in network engineering or network administration may substitute for the degree requirement. Equivalent experience may be considered. Knowledge of personal computers and software including LANs is essential. Experience in interfacing between technical staff and customers. Good systems analysis skills. Knowledge of government procurement and specification writing is helpful. Excellent communications skills are required. Valid operator's license required. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 10 pounds of force up to one third of the time.

Applications available at www.baycounty-mi.gov. Submit completed application and resume to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than **4:00 p.m., Friday, June 25, 2010.**

AN EQUAL OPPORTUNITY EMPLOYER

BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN ITS PROGRAMS AND ACTIVITIES.